

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2012 – 002

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: HR Handbook Update – Incumbency Allocations

Issue Date: January 6, 2012

This is to advise agencies Chapter 5 (Classification Issues) of the HR Handbook has been updated.

CHANGE:

References to incumbency allocations have been removed throughout the HR Handbook.

REASON FOR THE CHANGE:

Upon review of the State Classification Plan and the policies of the DSCS Compensation Division, it has been determined that granting of incumbency allocations will be suspended. This suspension shall not apply to any existing agreement previously granted by DSCS.

Previously, incumbency allocations have been used on limited basis to address the allocation of an encumbered position that was to be allocated to a job title with a lower maximum annual salary. Under the agreement, employees who acknowledged their intent to retire within three years of the agreement date were allowed to retain his/her job title and salary range until separation.

If you have any questions, please contact Byron Decoteau Jr., Chief of the Compensation Division, at (225) 342-8083.

Sincerely,

s/Shannon S. Templet
Director